

Tenant Move-In Checklist

GENERAL MOVE-IN INSTRUCTIONS

- ☐ Select move-in date.
- ☐ Contact the Building Office at 315 Park Ave. S. by phone **212.419.7082** or e-mail:
 - Rebecca Langendoen, Dir. Property Management: rebecca.langendoen@columbia.reit
 - Lisa Pang, Property Financial Manager: lisa.pang@columbia.reit
- ☐ Hire a mover and provide them with information regarding building procedures and requirements. (A list of preferred vendors can be provided)
- ☐ Send Certificate of Insurance for moving company to the Building Office.
- ☐ Schedule freight elevator for move at least one week prior.
- ☐ Schedule pre-move-in cleaning with the Building Office and Building Cleaning contractor, Metropolitan Cleaning.

IT SET UP

- ☐ Hire low-voltage provider and phone company.
- ☐ Request building access cards for employees from the Building Office.
- ☐ Set up suite security/card access system. Program building team's access cards for emergency suite access (*Card #'s will be provided*)
- ☐ Provide telephone number of your new suite to the Building Office.

ADMINISTRATIVE

- ☐ Notify U.S. Post Office of your new office location.
- ☐ Meet with the Building Office to discuss outstanding matters throughout the move.
- ☐ Discuss nightly cleaning (per Lease requirements) with the Building Office and Cleaning Contractor.
- ☐ Discuss additional cleaning services with the Cleaning Contractor (i.e., exterminating, etc.)
- ☐ Complete Tenant Contact & Emergency forms and return to the Building Office.

MISCELLANEOUS

- ☐ Schedule after hours air conditioning/heating, if required.
- ☐ Schedule work order system training with the Building Office and review building procedures.

Tenant Move-Out Checklist

GENERAL MOVE-OUT INSTRUCTIONS

- ☐ Select move-out date.
- ☐ Hire a mover and provide them with information regarding building procedures and requirements. (A list of preferred vendors can be provided)
- ☐ Send Certificate of Insurance for moving company to the Building Office.
- ☐ Schedule freight elevator for move at least one week prior through Building Engines.

IT RELATED ITEMS

- ☐ Contact phone/data providers to remove all equipment.
- ☐ Hire low-voltage provider to remove all low-voltage wiring, if required by Lease.
- ☐ Return all building access cards to the Building Office.

ADMINISTRATIVE

- ☐ Reference your lease for obligation items relating to the removal of special alterations (i.e., internal stairwells, signage, etc.). Meet with the Building Office to discuss outstanding matters throughout the move.
- ☐ Review pending /move related charges (I.E., freight/security, Operating & Real Estate taxes, Electric charges, and miscellaneous building service charges, etc. Discuss additional cleaning services with the Cleaning Contractor.
- ☐ Ensure that all FDNY, DOB permits are paid and provide the Building Office with a copy of any permits.
- ☐ Provide Building Office with forwarding address.
- ☐ Discuss & schedule post move cleaning with the Building Office and Building Cleaning Contractor.
- ☐ Schedule post move walk through with Building Manager to ensure premises are in "broom clean" conditions.
- ☐ Discuss/coordinate the return of the Security Deposit with the Building Office.